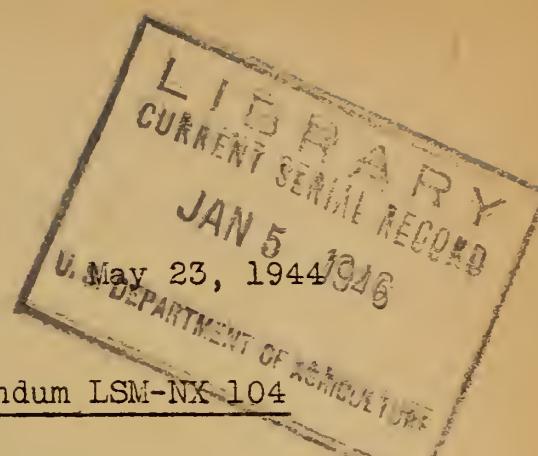


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Market News and Grading Division Memorandum LSM-NX-104

To: All Field Offices, Market News and Grading Division  
All Regional Directors, Office of Distribution

From: Fred J. Beard, Market News and Grading  
Livestock and Meats Branch

Subject: Annual Reports for Market News and Grading Activities

Annual reports regularly supplied by field offices of the Market News and Grading Services should be prepared and forwarded so as to reach this office not later than June 15.

Separate sections should be prepared covering: (1) Market News, (2) Grading, (3) Standardization. This will enable us to separate the reports for use by the different sections of our Division office here, in the preparation of an annual report of the Division's activities.

Those portions of the reports dealing with technical operations should be prepared by the officer directly in charge of such operations. This means that the officer in charge of Market News activities will prepare the report on market news, while the report of meat grading activities will be prepared by the local meat grading supervisor. Sections of the reports pertaining to administrative activities will be prepared by the man who is administratively in charge of the field office.

The original of all reports should be forwarded, by the officer in charge, direct to the Washington office. A copy of the section covering meat grading should be sent to the area or regional meat grading supervisor, and a copy of the section dealing with standardization to the Chicago Livestock Market News office, attention - Mr. Don J. Slater.

*Fred J. Beard*

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